

Towson University Faculty and Student Procedures Regarding Emergency Absence or Lateness of Faculty During Final Examinations

A. Student Procedure When Faculty Member is Late/Absent for the Final Examination.

If, because of an emergency, the faculty member is late, the absence of the faculty member should be reported to the department chairperson or designate immediately. Unless dismissed by the department chairperson or designate and instructed about makeup examination procedures, students should wait for thirty minutes after the beginning of the examination period. After waiting for this length of time, all students should sign an attendance list and include their telephone numbers. Students should designate two students as class representatives to take the attendance list to the department chairperson/office. If the department office is closed, the class representatives should take the attendance list to the University Police office and ask to have it forwarded to the appropriate department chairperson.

B. Faculty Member Procedure When Absent from a Final Examination because of Emergency 1.

The faculty member, when possible, must arrange for another day and time to give the final examination. 2. The faculty member may exempt students from taking the final examination if the students agree to receive the grade earned up to that time.

C. Faculty Member Procedure when Late for a Final Examination because of an Emergency

1. The faculty member must adjust the grade value for parts of the examination to allow for the time missed as a result of the lateness, or
2. The faculty member must permit the students additional time to complete the examination